MEMORANDUM

STATE OF ALASKA
Department of Transportation & Public Facilities
Alaska Marine Highway System

To: AMHS Crewmembers

From: Amy Wilson, Training Coordinator
           amy.wilson@alaska.gov or (907)228-7254

Date: July 12, 2010

Re: Record Keeping, AMHS course requirements, and related web sites

For Instructional Purposes Only

I. Contents:

II. Introduction/ Record Keeping

The Alaska Marine Highway System (AMHS) has specific requirements, mandated by law, for record-keeping both onboard each AMHS vessel and at the Ketchikan Central Office (KCO). It is imperative that your USCG issued documents are up-to-date at KCO. Copies of documents on file at KCO saved in your electronic and in hard copy files. The documents on file are essential to the dispatching process and are used to evaluate bid applications. Crewmembers are required to send in copies of documents as obtained/updated. You will NOT be notified when documents on file expire. If your documents at KCO are not up-to-date then another qualified Crewmember may be dispatched in your place.

Submit copies of your current USCG documents and all relevant documents and certificates of completion to 1) mail to KCO Attn: Amy Wilson, Training, 2) fax to Dispatch (907) 225-9398 or 3) scan and e-mail to dot.amhs.crew.docs@alaska.gov

III. Introduction/ AMHS Training Courses

This memo contains instructions on accessing the official AMHS Training Website: *"The AMHS Learning Portal"*, the Security & HAZMAT web course sites, and the State of Alaska (SOA) webmail site. Information on all courses may be accessed on the "AMHS Learning Portal". Advertisements for upcoming classes, links to maritime and regulatory training

providers such as the DEC Food Worker Card and Signs & Symptoms for Supervisors are posted on the AMHS Learning Portal. Additionally, class flyers and other information are sent directly to each crewmember's personal SOA WebMail account.

AMHS provides the following courses: The Hazardous Communication Training (HCT) Program, EEO/Preventing Sexual Harassment program, Security 101 & 201 web courses, HAZMAT web courses, Marine Evacuation System. Additionally, AMHS provides USCG approved courses including High Speed Craft, RORO Crowd & 14-Hr Crisis, and more.

IV.   Reporting for Duty – Summary of documents required at checkin

The following original certificates, as applicable to your shipboard position (see vessel MQ's), must be kept in a three ring binder and presented to the Purser when reporting for duty:

1) TWIC^
2) MMC^/MMD^
3) Basic Safety Training Certificate **OR**
4) MMC/USCG STCW Endorsement Certificate (Preferred- This certificate is not issued unless the USCG determines BST to be current.)
5) MMC/COR/ USCG License w/Endorsements
6) New Crewmember Vessel Familiarization Form (for vessel dispatched to)
7) RORO Vessel Specific Familiarization Training
8) RORO Crowd Management
9) RORO Crisis Management
10) FW Card ~ Food Worker Card
11) TAMS/Alcohol Server Card
12) CFPM ~ Certified Food Protection Manager Certification
13) EEO Preventing Sexual Harassment
14) MES ~ Marine Evacuation System Certificate (Most recent Chute or Slide)
15) HCT Basic Curriculum Certificate
16) Highest Level Security Course
17) Highest Level HAZMAT Certificate

^ Your Merchant Mariner Document (MMD) or Merchant Mariner Credential (MMC) and TWIC do not need to be kept in the binder but must be presented with the binder to the Purser.

~ Some courses may be denoted on your STCW Endorsement Certificate (FRB, GMDSS, VSO, etc); it is not necessary to present the certificate of completion for these. Exception: current Radar course or renewal certificates must be in your binder if Radar Unlimited is denoted on your USCG License.

Crewmembers must first check in at the Pursers Counter and may have to stand in line with passengers. Once the Purser reviews your documents, it will be their responsibility to check the boxes on the sign in sheet and verify they have examined your documents by initialing next to your name. You will only need to add your signature to the sign in sheet and the Purser will take care of the rest.

V. Summary of AMHS Training/Certification

1) **STCW PAX Roll On/Roll Off (RORO) Vessel Familiarization course**
   a. All Crewmembers are required to complete this course
   b. Access it on the AMHS Learning Portal http://amhslearningportal.alaska.gov/
   c. Course consists of two modules:
      i. Vessel- Specific Safety Training
      ii. RORO Vessel Specific

2) **STCW PAX Roll On/Roll Off (RORO) 4 Hr Crowd Management Course**
   a. All Crewmembers are required to complete this course
   b. Course is offered periodically by AMHS
      i. See upcoming class announcements posted on the AMHS Learning Portal

3) **STCW PAX Roll On/Roll Off (RORO) 14-Hr Crisis Management Course (includes Passengers, Safety, Cargo, Hull Integrity)**
   a. All Officers and Pursers are required to complete this course
      i. Recommended for all Deck Crew and supervisory positions
   b. Course is offered periodically by AMHS
      i. See upcoming class announcements posted on the AMHS Learning Portal

4) **AMHS Hazardous Communication Training (HCT)**
   a. "Basic HCT Curriculum" - all Crewmembers are required to complete this course
   b. Additional (see shipboard MQ's):
      i. "Forklift HCT"
      ii. "Supervisor's HCT Curriculum"
      iii. "BioSystem PHD Multi Gas Meter Qualification"
   c. All Courses are:
      i. Booklet/video/quiz sheets
         i. Available on AMHS vessels; check with the Purser for the course
         ii. Available at KCO Ward Cove Office

5) **Security Courses**
   a. Access courses on the "Security Web Site" http://www.amhssecurity.com/profile.asp
      i. Security 001 - Intro to Security for Personnel w/out security duties
      ii. Security 101 – Intro to Security for Personnel with security duties
      iii. Security 201 – Vessel Security Officer

6) **Equal Employment Opportunity (EEO) & Preventing Sexual Harassment**
   a. All Crewmembers are required to complete this course as either
      i. Booklet/video/quiz sheets
         i. Available on AMHS vessels; check with the Purser for the course
         ii. Available at KCO
      ii. OR State of Alaska Division of Personnel (DOP) 4 hr course
         i. *"A Respectful Workplace"*
            a. Preferred, Crewmembers may take both courses
            b. Offered every Spring with "New Hire Orientation"
   c. Additional class dates posted on Train Alaska site

7) Seagull - HAZMAT Basic web course
   a. Course is required for all Deck Officers, Unlicensed Deck, and Engineering Officers
   b. Course is located on the Seagull Web Portal (see instructions on following pages)
      http://www.seagull.no/seagullweb/index.aspx
   c. Other courses of interest are posted on the Seagull Site
      i. Courses are accessible to all crewmembers

8) Marine Evacuation System – SOLAS Regulation
   a. All Crewmembers must attend a deployment which includes the full release of the system (chute or slide) into the water every two years (not to exceed three years)
   b. This event is offered primarily during the vessels' overhaul schedules
      i. See upcoming drill and deployment announcements posted on the AMHS Learning Portal

VI. Directions – Accessing Training/web sites

Alaska Marine Highways Learning Portal
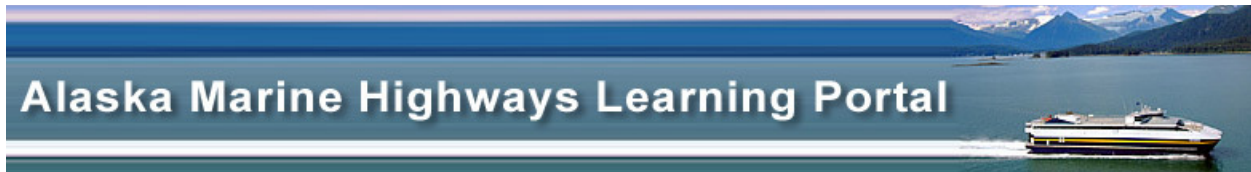
The Alaska Marine Highway's Learning Portal contains:

1. The STCW PAX RORO Vessel Familiarization Course. **Note: The RORO Vessel Familiarization Course should be completed prior to reporting for duty and must be completed within one month of hire. Wages are not authorized for this course.**

2. **It is highly recommended that you access this site frequently to:** View up-to-date training announcements, certification announcements/lists, and frequently requested information.

3. Additionally posted on the site are:

   1) Links to the State of Alaska (SOA) Division of Personnel (DOP) site "Train Alaska", outside training providers such as UAS & AVTEC, and U.S. Coast Guard links.

   2) The AMHS DOT/DOP contact numbers including Payroll & KCO staff phone/fax numbers and how to contact the Seatime Clerk are also listed.

   3) The Minimum Qualifications (MQ's) for each shipboard position. NOTE: all MQ's must be met prior to "bidding" on a permanent shipboard position.

   4) Frequently Asked Questions for common subjects, such as "How to bid for a job", "Marine Evacuation System drills and deployments", and "How to request authorization to travel to a training event & receive reimbursement for it, etc.

1. Access the AMHS Learning portal at http://amhslearningportal.alaska.gov/

✦ If you forgot your Login name and Password, select **"Retrieve your Login/Password"** (see image below). The Login name and Password will be sent to the e-mail address that you used to set up your account.

Step 2: Creating an account:

1. Select "New User Application" link in the upper left hand box

2. The New User Application Screen appears
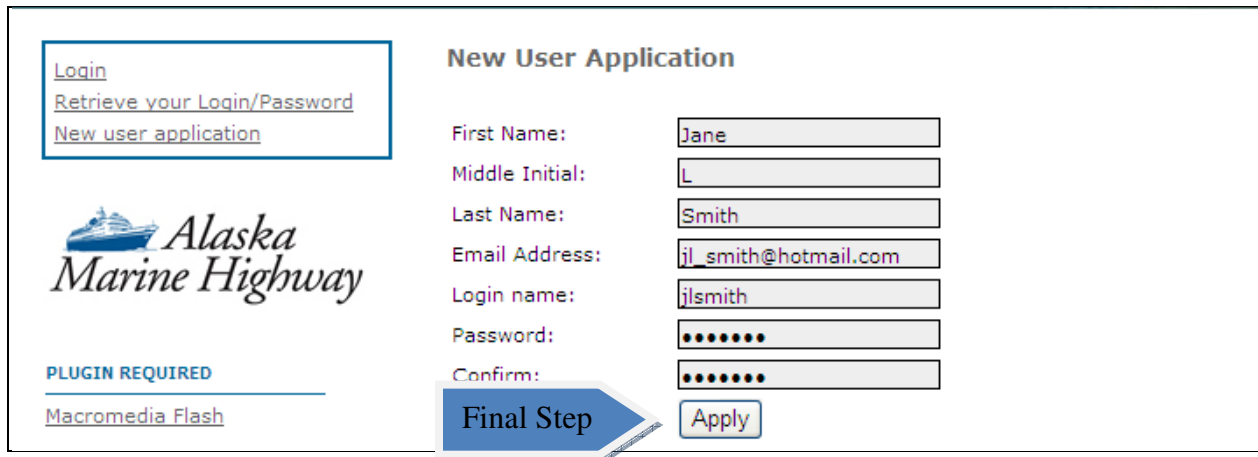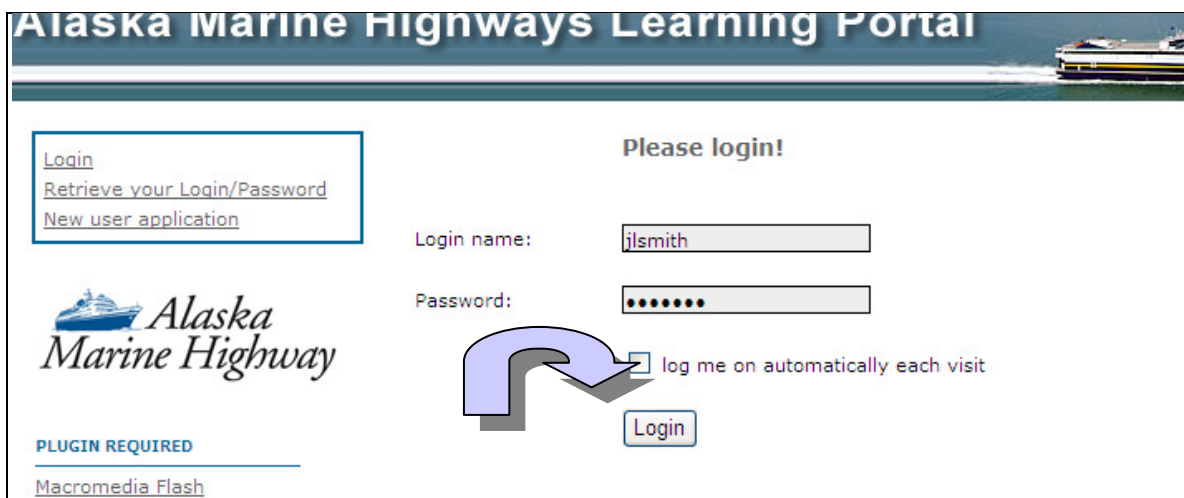
3. Create an account by filling in the blanks
   - The Login Name & Password are self-assigned
     - **Login Name:** Use your first & middle initials followed by your last name (use lower case letters): **For Example:** jlsmith

     - **Password:** Type in a password of your choice - it can even be your log in name – keeps it simple! Note: the password does not expire

4. Select Apply
   a. Message will appear, "Your Application has been submitted"
   b. Return to the AMHS Learning Portal Home Page

5. Enter your login name and password

6. Select Login

Note: You may need to install Macromedia Flash to run this program, see the link on the left side of the Login page. Additionally turn off your pop-up blocker (select Tools on your address bar).

Step 2: Accessing information on the AMHS Learning Portal…..

1. Information is listed under each topic (see image below)

   a. New information such as bulletins and class announcements are listed first under the heading "!New ~ Class Announcements & Information"
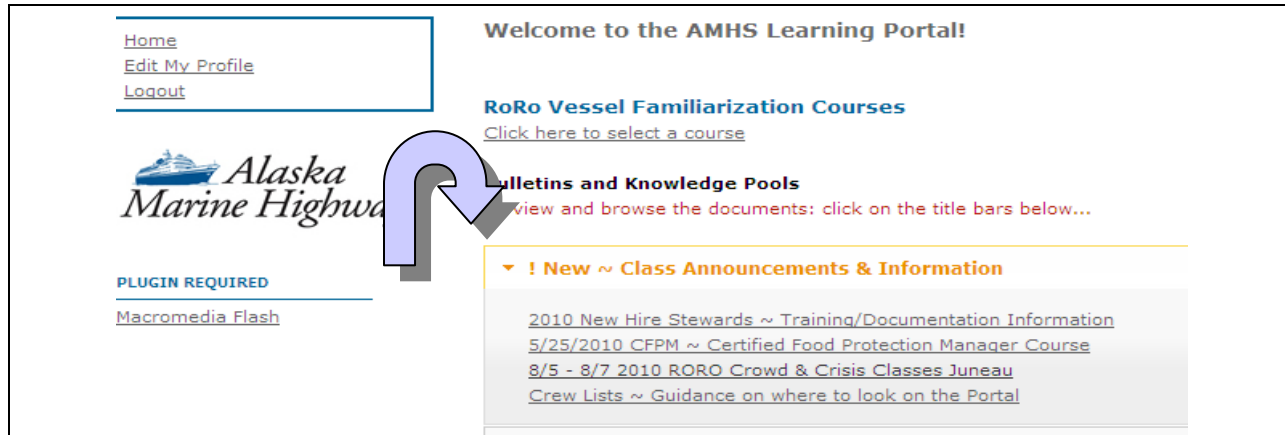
   b. Specific information is listed under the corresponding topic(s)

   - Select a heading (see image below) to see the list of bulletins, links to sites, and crew lists indicating documents on File and Not on File at KCO.

   - Note: Where a link is posted to an outside course/provider (Food Worker, Signs & Symptoms, Refrigeration, etc) AMHS does not have access to the results. You must submit copies of certificate(s) obtained to update your file at the Ketchikan Central Office (KCO).

Step 3 Accessing the RORO Vessel Familiarization Course

1. Select "Click here to select a course" (see image below)

2. Takes you to the Course Selection Screen (see images below)
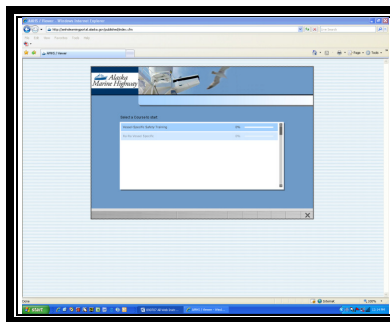
3. Select the first course "Vessel-Specific Safety Training"

Select a Course to start:	
Vessel-Specific Safety Training	0%
Ro-Ro Vessel Specific	0%
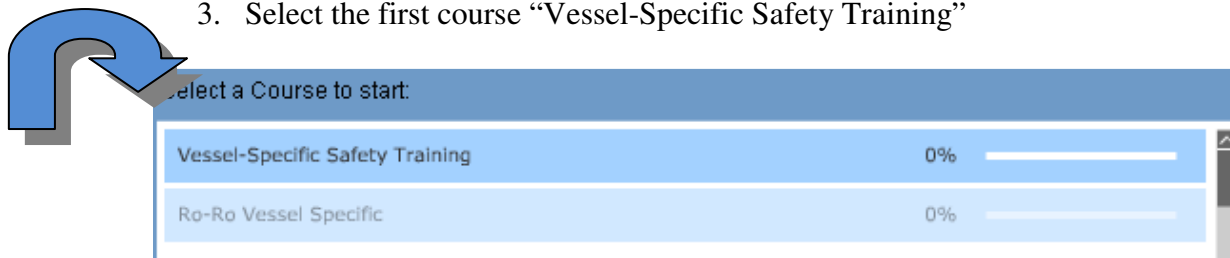
4. Then, select the first chapter in the course, "The Ship"
   a. complete each chapter consecutively

Select the first chapter "The Ship"

Select a Lesson to start, scroll down for more lessons:	
The Ship	0%
Stations	0%
Portable Fire-Fighting Appliances	0%
Personal Life-Saving Appliances	0%
Survival Craft	0%
Marine Evacuation System	0%

b. Note: the final chapter in the course is "Escape Routes/Emergency Exit" (see image below)

The final chapter is "Escape Routes/Emergency Exit

c. Use the arrow keys on the side of the chapter selection box to scroll down to the next chapters.

d. Once you have completed all of the chapters in the Vessel–Specific Safety Training course the RORO Vessel Specific Course will be accessible.

5. Select the RO-RO Vessel Specific Course
   a. Repeat process beginning with the chapter "Passengers with Special Needs" & ending with "Monitoring"

6. When you have completed all of the chapters in both courses you will note that both courses are 100% completed (See Image below)
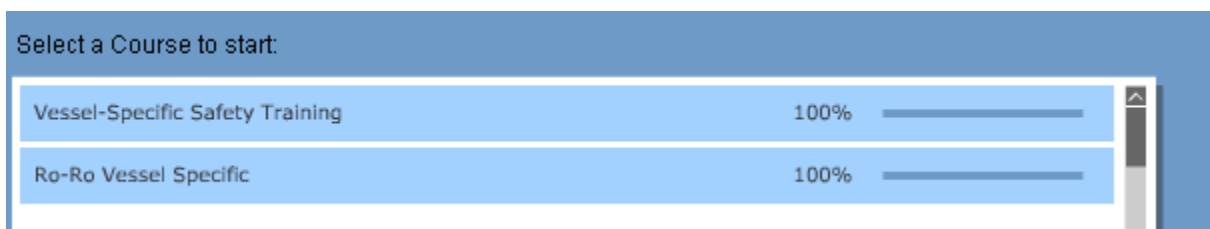
7. A certificate of completion will be issued to you from the Training Department at KCO

VERY IMPORTANT!
- You must complete BOTH courses to receive the RORO Vessel Familiarization Certificate of Completion
- The results will be monitored by the KCO Training Department
- Certificates of Completion will be mailed to your home address unless you request otherwise (contact Amy Wilson amy.wilson@alaska.gov)
- You cannot print a certificate of completion from the site

AMHS Hazardous Communication Training (HCT) Program

*This is a series of booklets/quizzes/videos – see the Purser of the vessel(s)

▪ "Basic HCT Curriculum"
1. "Safety Orientation"
2. "HCT Right to Know "
3. "Road to Safety"
4. "MSDS, Read it Before You Need It"
5. "Back Safety, Lift Well, Live Well"
6. "Slips/Trips/Falls"
7. "Asbestos Awareness-Are You At Risk"
8. "Win the Race to Safety – Personal Protective Equipment"
9. "Ergonomics, Break the RMI Habit"
10. "Carbon Monoxide Poisoning"
11. "Respiratory Protection, Another World"
12. "Beware of the Bite - Electrical Safety"
13. "Bloodborne Pathogens: Protect Yourself"
14. "Powered Hand Tool Safety"
15. "Personal Fall Protection"
16. "Confined Space Entry"
17. "Lockout/Tagout, Controlling the Beast"
18. "Hearing Protection"

❖ **Some shipboard positions will require the following HCT Curriculums:**

▪ "BioSystem PHD Multi Gas Meter Qualification"
1. "Written Qualification to Operate the BioSystem PHD Multi Gas Meter"

▪ "Supervisors HCT Curriculum (Module)"
1. "Documentation of Safety Efforts"
2. "Safety & The Supervisor"

▪ "Forklift Compliance Package HCTs Curriculum (Module)"
1. "Forklift Fundamentals"
2. "Forklift Operations"
3. "Written Qualification to Operate a Forklift"

❖ **Refer to the Minimum Qualifications (MQ's) for each shipboard position to see which HCTs are required for your position.** *(MQ's are posted on the AMHS Learning Portal)*

Step 1 Accessing and creating an account on the site

1.   **Go to http://www.amhssecurity.com/profile.asp**

     - Note: The direct link to the site is also posted on the "AMHS Learning Portal" for your convenience http://amhslearningportal.alaska.gov/ (see page 5)

2.   Select Create

3.   Fill in the blanks to create an account (see image below & instructions on the next page)

- The Login Name & Password are <u>self-assigned</u>

  - **Login Name:** Use your first & middle initials followed by your last name (use lower case letters): **For Example:** jlsmith

  - **Password:** Type in a password of your choice - it can even be your log in name – keeps it simple! Note: the password does <u>not expire</u>

  - **E-mail address:** The "approval to enter the security site" message will be sent to this address

4. Select "Create"
    a. Your account is being processed & a new box "Enter Site" appears next to the "Log out" box

5. Select "Enter Site" (see image below)
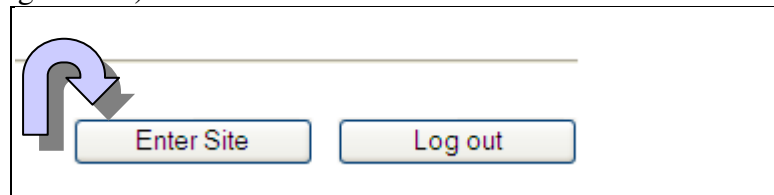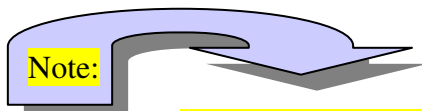
Note:

1) <mark>**Account Pending Approval notice will appear ~ you may not enter this site immediately**</mark>
2) **There is an approval process; your profile information is automatically**
    i. **E-mailed to the Training Department at KCO**
3) When your profile is approved you will receive an e-mail confirming that your request to access the site was approved.
4) Your request will be approved during <u>KCO business hours only</u> (Mon – Fri 8am – 4:30 pm). Allow at least 2 hours for the approval process during business hours

Account Pending Approval

Your account is currently pending approval. Your request will be approved during business hours, Monday through Friday, and will result in an email notification being sent to your account of record. This notification will include any additional instructions. Thank you for your patience while we process your request.

Inquire about account status via email.

<mark>**Step 2 Completing the Security Courses**</mark>

1. **Once you have received your e-mail confirmation to enter the site, return to the Security Site Login Page** http://www.amhssecurity.com/profile.asp

2. Login to your account using the Login name and Password

3. Select "Log in"

4. Select a course
   a. Scroll down the home page (use the scroll bar on the right hand side of the page)
      - Select the "Sign up" box next to the course of your choice
      - Note: All courses have an off-line option
      - Off-line": You can print the course material, review it (approx 30 pages), and log back in to take the test
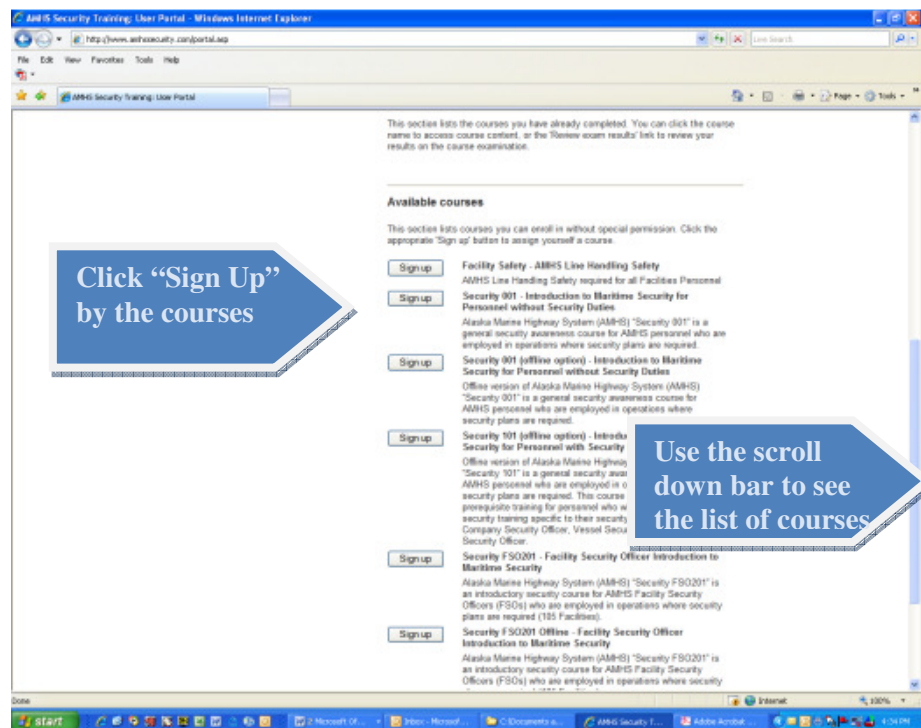
1) Facility Safety – "AMHS Line Handling Safety"
   - This course is designed for AMHS Terminal Employees
   - Ok for Vessel Crew to complete ~ does not receive wages or certificate

2) Security 001 "Introduction to Maritime Security for Personnel Without Duties"
   - You may have completed an equivalent course at the "New Hire Steward Orientation"
   - Course does not receive wages
   - Ok to skip and take Security 101

3) Security 101 "Introduction to Security for Personnel With Duties"
   - Recommended course for all vessel personnel
   - Required course for vessel personnel assigned security duties
   - Prerequisite to the 201 VSO web course
   - See the MQ for your shipboard position
   - **Receives 4 hours straight time wages**

4) Web Security VSO 201 "Vessel Security Officer Introduction to Maritime Security"
   - Recommended course for all vessel personnel assigned security duties
   - Required course for 3rd Mate, Pursers, AB's, & all HSC crewmembers
   - Prerequisite to the 2 day Vessel Security Officer course
   - See the MQ for your shipboard position
   - **Receives 4 hours straight time wages**

Available courses

This section lists courses you can enroll in without special permission. Click the appropriate 'Sign up' button to assign yourself a course.

Note: Some courses are for Terminal Employees ~ ok to take the course(s) ~ not required

[Sign up] FACILITY SAFETY - AMHS LINE HANDLING SAFETY (rev. 11/09/09)
FACILITY SAFETY - AMHS LINE HANDLING SAFETY (revised 11/09/09) Donna Gellings and Amy Wilson

[Sign up] Security 001 - Introduction to Maritime Security for Personnel without Security Duties
Alaska Marine Highway System (AMHS) "Security 001" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required.

All Courses have an "Offline Option" ~ allows you to print the course and log back in to take the exam

[Sign up] Security 001 (offline option) - Introduction to Maritime Security for Personnel without Security Duties
Offline version of Alaska Marine Highway System (AMHS) "Security 001" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required.

[Sign up] Security 101 - Introduction to Maritime Security for Personnel with Duties
Alaska Marine Highway System (AMHS) "Security 101" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required. This course also serves as prerequisite training for personnel who will receive additional security training specific to their security related duties, such as Company Security Officer, Vessel Security Officer or Facility Security Officer.

[Sign up] Security 101 (offline option) - Introduction to Maritime Security for Personnel with Security Duties
Offline version of Alaska Marine Highway System (AMHS) "Security 101" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required. This course also serves as prerequisite training for personnel who will receive additional security training specific to their security related duties, such as Company Security Officer, Vessel Security Officer or Facility Security Officer.

N/A FSO ~ wages are not authorized for Vessel Crew completing this course

[Sign up] Security FSO201 - Facility Security Officer Introduction to Maritime Security

5. Return to top of the page (see image next page)

6. The Security Courses that you selected will be listed under **"Courses"** on the top left hand of the page: (see 1,2,3 arrows in the image on the next page)

   1) Click on the title of the course (1)
   2) The course chapters will then appear under "Courseware Status" (2)
   3) Read the chapter (3)

7. Note: "(offline option)", complete the instructions including downloading the pdf <u>or</u> complete the course online which includes a practice quiz at the end of each section

8. See example below: the Security VSO 201 course is selected and the *"Introduction"* chapter (left (2) is shown (3)


9. Passing Score
   a. 70% or better required to pass
   b. Tests may be reset if passing score <u>not</u> achieved
      ▪ Review the Exam and "RESET" at the bottom page

10. <mark>Test results will be monitored by the KCO Training Department</mark>
    a. You cannot print a certificate of completion from the site
    b. Certificates of Completion will be mailed to your home address unless you request otherwise

11. Submit timesheet directly to Payroll:
    DOT, Div. of Personnel
    PO Box 112500
    Juneau, AK 99811-2500
    Attn: AMHS Payroll Tech

12. **Note:** The Security 101 & VSO 201 courses each receive 4 hours straight time wages
    a. The Timesheet does not need an authorizing signature
    b. Payroll will be notified by the AMHS Training Coordinator that you successfully completed the course(s)
    c. Timesheets are posted on the AMHS Learning Portal

The AMHS HAZMAT Training Site

1. Open Internet Explorer and access the Seagull home page: www.seagull.no

   - This is the only Internet browser, which is guaranteed to display all parts of the Seagull Web portal properly.

   - Note: The direct link to the site is posted on the AMHS Learning Portal for your convenience http://amhslearningportal.alaska.gov/ (see page 5)

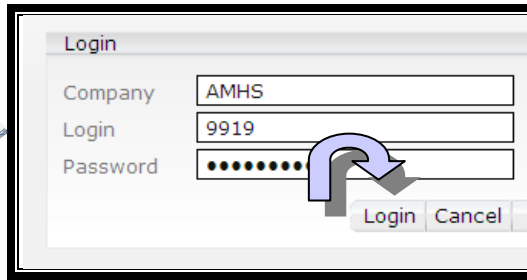2. Select the "**Customer Login**" link on the top left hand side of page (see arrow in image below)
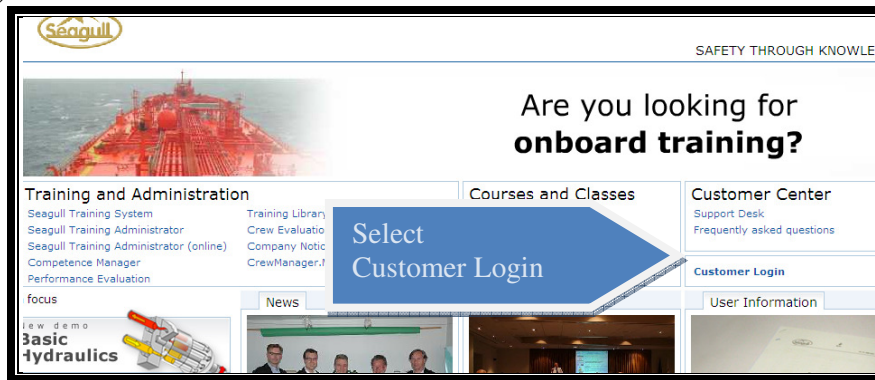
3. Select "**Seagull Training Administrator-Online**" (see arrow)
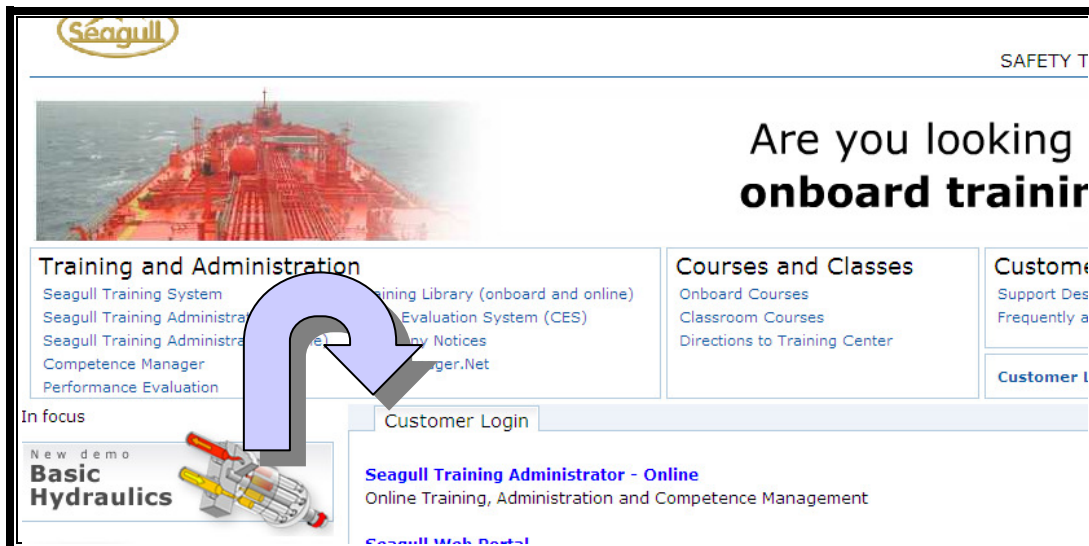
4. Fill in the blanks:

1), 2), & 3)
~see information in the box below ~

INSTRUCTIONS ~ filling in the blanks:
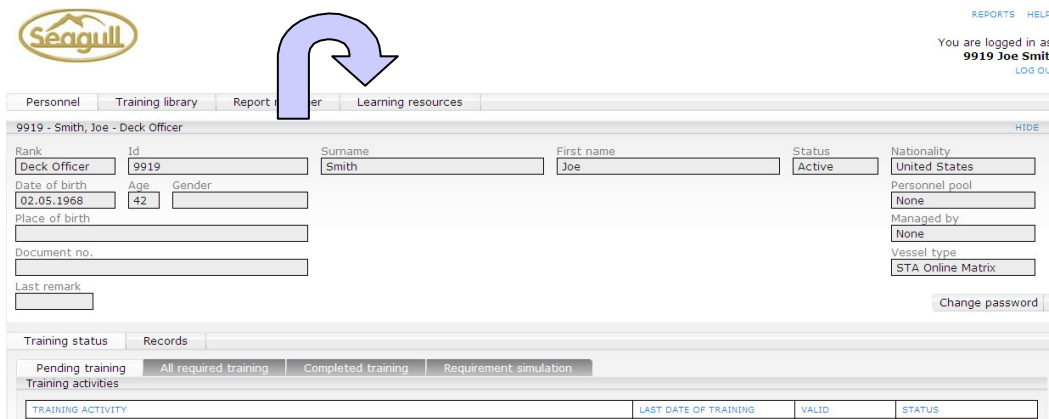
1) **Customer:** AMHS (**not** case sensitive)

2) **Login**: Enter your AMHS ATLAS Employee/ID number
   - **See the "ATLAS ID List" posted on the AMHS Learning Portal under the Topic "HAZMAT Training"**
   - The ATLAS ID # is <u>not</u> your State of Alaska Employee ID #; it is the number assigned to your ATLAS Employee Profile in the AMHS Automatic Dispatch program

3) **Password**: This is your date of birth written in the following format: **dd.mm.yyyy**
   - For example; if your date of birth is December 19th 1969, then your password is 19.12.1969
   - Note the period symbol "."used to separate the date month and year
   - **IMPORTANT:** If your Date of Birth was not available when your name was registered in the system, we have used a date of birth equal to 01.01.1970 ~ try this as your password (contact Amy Wilson if you still cannot access it)

➕ Note: You may need to install Flash Player 8 (or later) and Adobe Acrobat Reader,
   ○ See the icons on the Login page, select to install.

5. Select "**Login**"

6. Takes you to the "**Personnel tab**" (see image below)
   - Select the Learning resources tab to access Seagull's User guide "*STA Online B – Quick guide Crew*" for a more detailed explanation of the site.

<u>Course Overview for Vessel Personnel:</u>
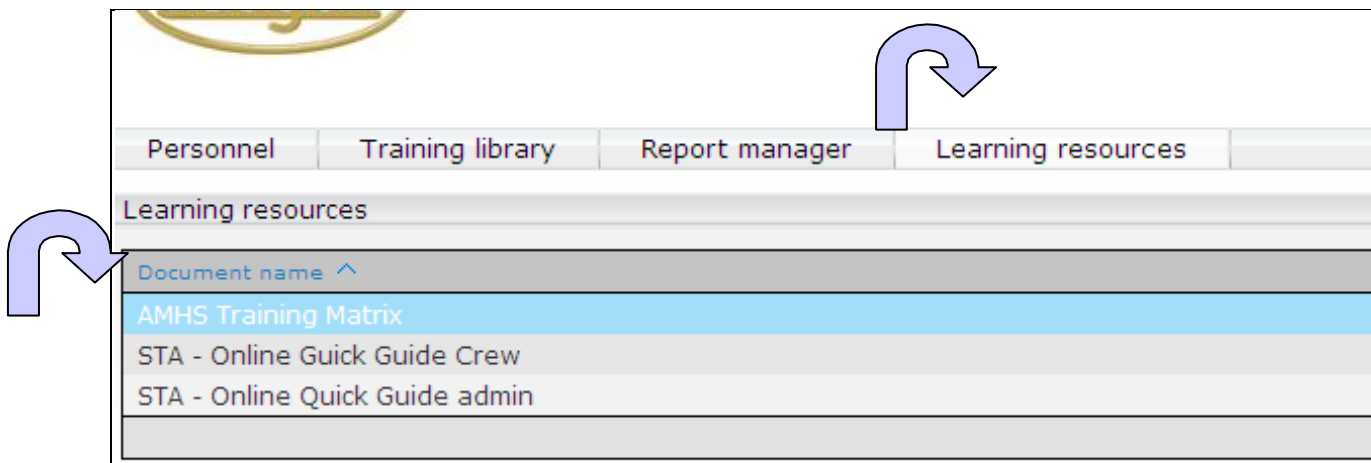
1) **HAZMAT BASIC "IMDG Code Basic"**
    - Recommended course for all vessel personnel
    - Required course for Deck Officers, Unlicensed Deck, and Engineering Officers
    - **Receives 4 hours straight time wages if this course is required for your shipboard position**

2) **HAZMAT Advanced "IMDG Code, Advanced"**
    - Required course for Chief Mate & Masters
    - Requires IMDG Reference Material located on the Bridge
    - **Receives 4 hours straight time wages if this course is required for your shipboard position**

3) **Misc. courses posted on the Seagull web**
    - The courses may be changed periodically
    - See the " *AMHS Training Matrix"* posted on the site. Select the Learning resources tab to access the current matrix
    - The courses do not receive wages
    - As the course matrix changes, your registered score may not be apparent. Registered scores are kept indefinitely on the Seagull site

Personnel	Training library	Report manager	Learning resources	

Learning resources

Document name ⌃
AMHS Training Matrix
STA - Online Guick Guide Crew
STA - Online Quick Guide admin

Example: Accessing the HAZMAT Basic Course:

1. To select a course, from the "Personnel tab" select the "**Training library** tab"

2. Select a topic to see the list of available courses; the HAZMAT Basic course is listed under the topic "**Cargo Handling and Stowage**" (see image below)

3. To complete the HAZMAT Basic course:
   a. select "**CD #0053 HAZMAT–IMDG Code, Basic**" (see image above)

4. You are now in the HAZMAT Basic chapter selection screen (see image below)
   a. Select the first chapter "**Dangerous goods legislation**"
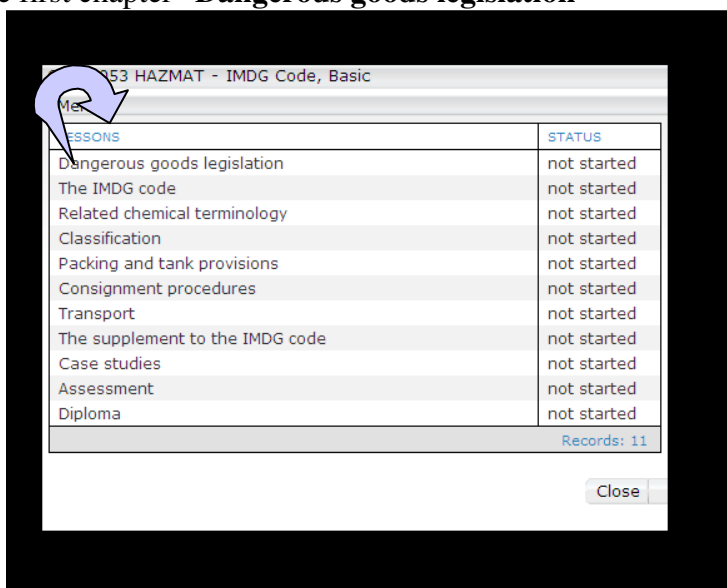
b. Select the forward arrow key (see image below) to progress through the chapter(s)
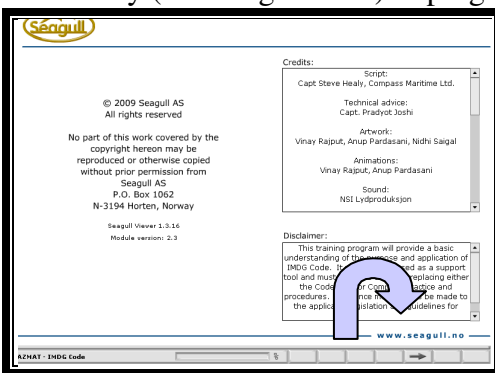
c. Read through the course ~ each page has information that you may be tested on
d. Note options at the bottom of the screen ~ sound, refresh page, forward, & Quit (see image below)
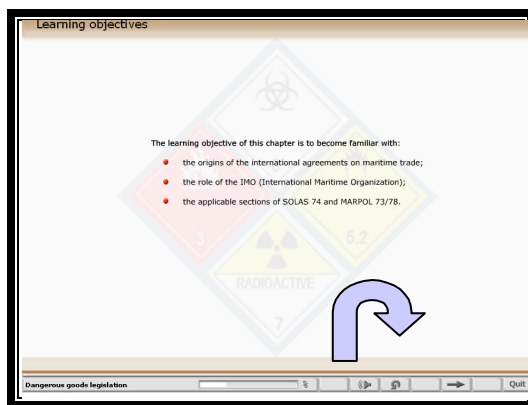
e. There is a practice test at the end of each chapter; a score is not recorded and you can run through the chapter and test as many times as you like

- The correct answers are indicated by the "**Y**" symbol (see images below)

- Example: Correct Answer
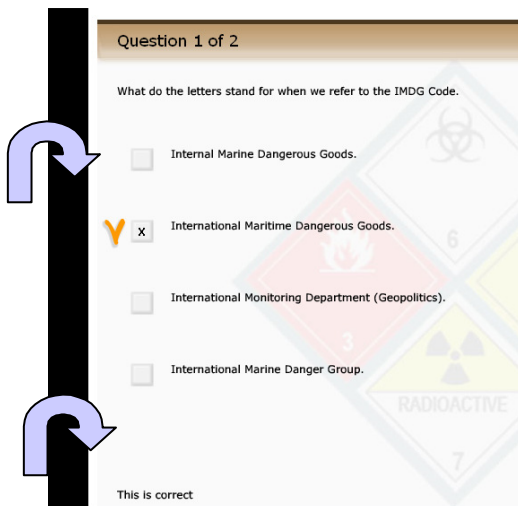
5. After you have completed the chapters, select "**Assessment**" for the final exam

Final Exam "Assessment"

    a. You can only register your score if you successfully pass the exam on the first try; a passing score is 75% or higher.

    b. **If you do not receive a passing score you must discard the session and retake the exam.**

    c. <mark>VERY IMPORTANT!</mark> If you do not discard the session, your next try(s) with a passing score <u>will not be recordable</u> (see notice below under the arrow)

Assessment

In the following pages, the Assessor will ask you some questions. They will appear in a random order. Please note that some are more important or difficult than others and may therefore have been allocated a higher individual mark. Your score will be recorded only on your first attempt.

Important ~ You must discard a score of 74% or lower !

6. After you have completed the exam, select "**Close**"

    a. **Disregard the Diploma option**; you will receive a certificate of completion from the Ketchikan Central Office (KCO) once you have registered a passing score

CD #0053 HAZMAT - IMDG Code, Basic

Menu

LESSONS	STATUS
Dangerous goods legislation	completed
The IMDG code	completed
Related chemical terminology	completed
Classification	completed
Packing and tank provisions	completed
Consignment procedures	completed
Transport	completed
The supplement to the IMDG code	completed
Case studies	completed
Assessment	completed
Diploma	not started
	Records: 11

N/A

Close

7. You will have three options:
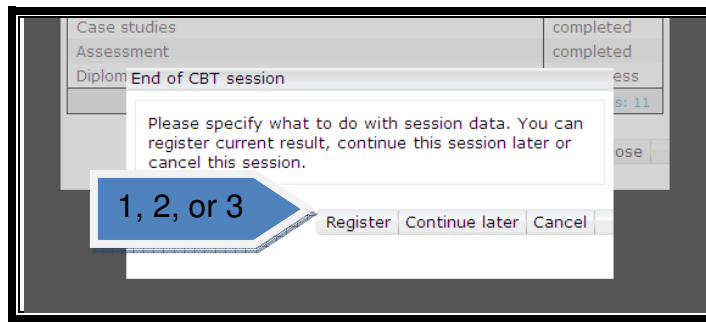
1) **Register** training results **- This is only possible if your assessment score is above the minimum limit of 75%.**
   - **Registered Score:** Your registered results are accessed at KCO by the Training Department

2) **Continue later**, which gives you the option to only complete part of the training module and continue later.

3) **Cancel**, which will not save any record of what you have completed of training or assessment.
   - **Canceling Session:** If you did not pass the Assessment with a 75% or higher and you selected "Cancel" then all of the chapters' "Status" will indicate *"not started"* (see image below)
   - **You can retake the exam at any time:**(disregard *"not started"* status)

8. Test results will be monitored by the KCO Training Department You cannot print a certificate of completion from the site.

9. Certificates of Completion will be mailed to your home address unless you request otherwise (contact Amy Wilson amy.wilson@alaska.gov)

10. If the course was required for your shipboard position, then submit timesheet directly to Payroll:

> **DOT, Div. of Personnel**
> **PO Box 112500**
> **Juneau, AK 99811-2500**
> **Attn: AMHS Payroll Tech**

11. The Timesheet does not need an authorizing signature
    a. Timesheets are posted on the AMHS Learning Portal
    b. Payroll will be notified by the AMHS Training Coordinator that you successfully completed the course(s)

12. Once you've registered your score you will see that the course status is now "ok" (see image below.
    a. See also instructions posted under the *"Learning resources"* tab.

    b. The "Completed Training" tab will only show courses completed that are listed on the AMHS Training Matrix posted on the Learning resources tab.

    c. The recommended courses may be changed at intervals of not less than six months. Note: The HAZMAT courses & courses required by Terminal Personnel will be continuously posted on the site.

State of Alaska (SOA) WebMail Accounts Including Online Pay Stubs

Email: amhs.soa.accounts@alaska.gov
Voice Mail: 907-228-6826

Key Points:

WebMail address:

- Every State of Alaska employee is assigned a webmail address. It is automatically generated through the Payroll/Tech Services.

- Webmail addresses are in the following format:
    - first.last@alaska.gov; i.e. james.smith@alaska.gov

- New Employees will not have a webmail account until approximately one week after their first Payroll check cycles through.

- This is the preferred e-mail contact for correspondence between all shore side and vessel employees; it is standardized and everyone has access to it.

User ID & Password:

- The User Id is additionally assigned through Payroll/Tech Services. The User Id never changes but your password expires every 90 days.

- The User Name is automatically assigned to you. It never changes
    - Typically, it is your first and middle initials followed by your last name
        - i.e.: James L. Smith ~ User Name is: jlsmith

- Passwords expire every ninety days
    - You can reset your password from your webmail account
    - You will receive an automatic e-mail message (to your SOA Webmail Account) that your password will expire soon
    - To keep your account current, change your password in your webmail

- It is your responsibility to maintain your Password once it has been set.

- To keep your account current, it's highly recommended that you access your webmail frequently and reset your password in your webmail account.

- The User Id and Password are used to access your online (direct deposit) paystubs, the Division of Personnel (DOP) Train Alaska courses; i.e. Academy for Supervisors, A Respectful Workplace, & other DOP classes. And they are used to access other miscellaneous SOA access sites such as the AMHS Visual Standards Guide & TEARS Timesheets, as well as your webmail.

Step 1: Access your assigned SOA User Id & Password:

1. Send an email requesting your 1) User ID, 2) Password, and 3) e-mail address to the AMHS Password Reset Desk at **amhs.soa.accounts@alaska.gov**

2. Include your full name (including your middle initial), contact phone number, and e-mail address to send the response to. Additionally include your Mariner's number or Reference number notated on your Merchant Marine Document/Credential (MMD or MMC). Do <u>Not</u> send your Social Security number.

3. Email requests will be processed <u>before</u> voice mail requests on Mon., Wed., and Fri. between 3:00 pm & 4:30 pm (on a first-come, first-serve basis).

1. If email is currently not available to you, leave a message on the KCO SOA Password Voice Mail account (907) 228-6826.

2. In your voice mail message include your full name (including your middle initial), contact phone number. Additionally include your Mariner's number or Reference number notated on your Merchant Marine Document/Credential (MMD or MMC).

3. The voice mail requests will be processed secondary to the email requests on Mon., Wed. and Fri. between 3:00 pm & 4:30 pm in the order they were received. Your call will be returned providing a User ID and Password information.

Notes:

1. Go to http://mail.state.ak.us/ and Select "Exchange WebMail Login"

   ♦ The SOA WebMail link is also posted on the AMHS Learning Portal
      http://amhslearningportal.alaska.gov/ (see page 5) for your convenience


2. Select "Webmail"

3. Enter your User ID & Password

4. Select Log On

5. Takes you to your Outlook "Inbox"

6. View your new messages
   a. Note: You can create new folders to file your messages in
   b. See Step 4 page 30 for instructions on how to look up other State Employees and send an e-mail
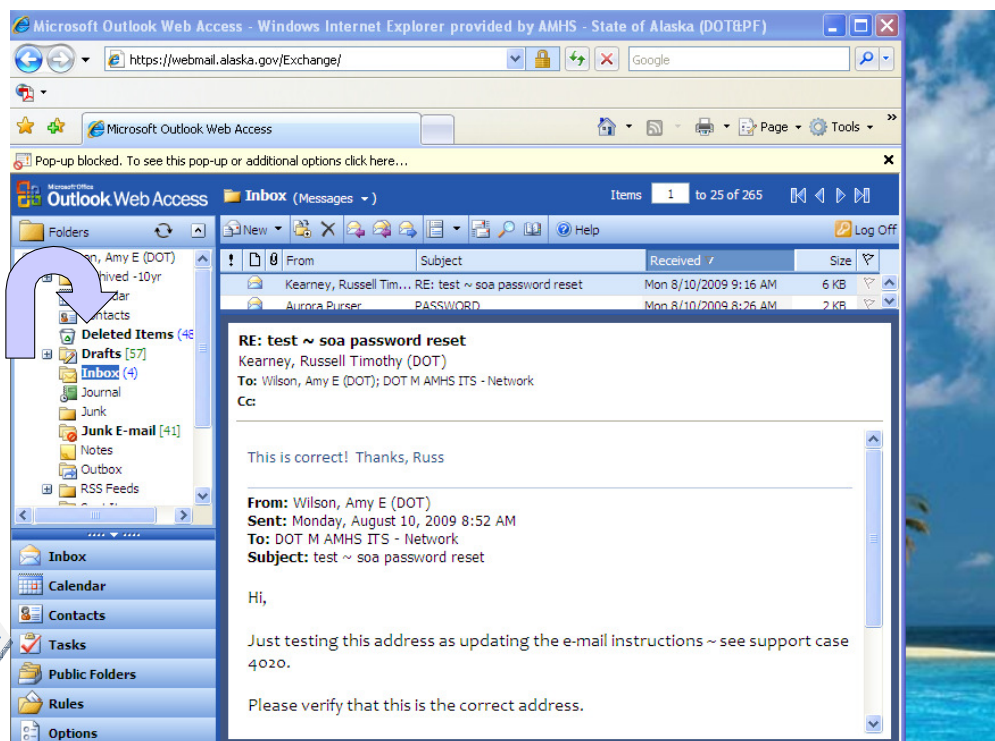
Step 3: Create & Establish Your Own Password

1. To establish your own Password &/or renew a password that has expired
   1) Select Options on the bottom left hand tab
   2) Scroll down the page
   3) Select "Change Password"
   4) Fill in the blanks:
      a. Enter soa in the Domain box
      b. Enter your User Name in the Account Box
      c. Enter your Old Password
      d. Type in your New Password and confirm
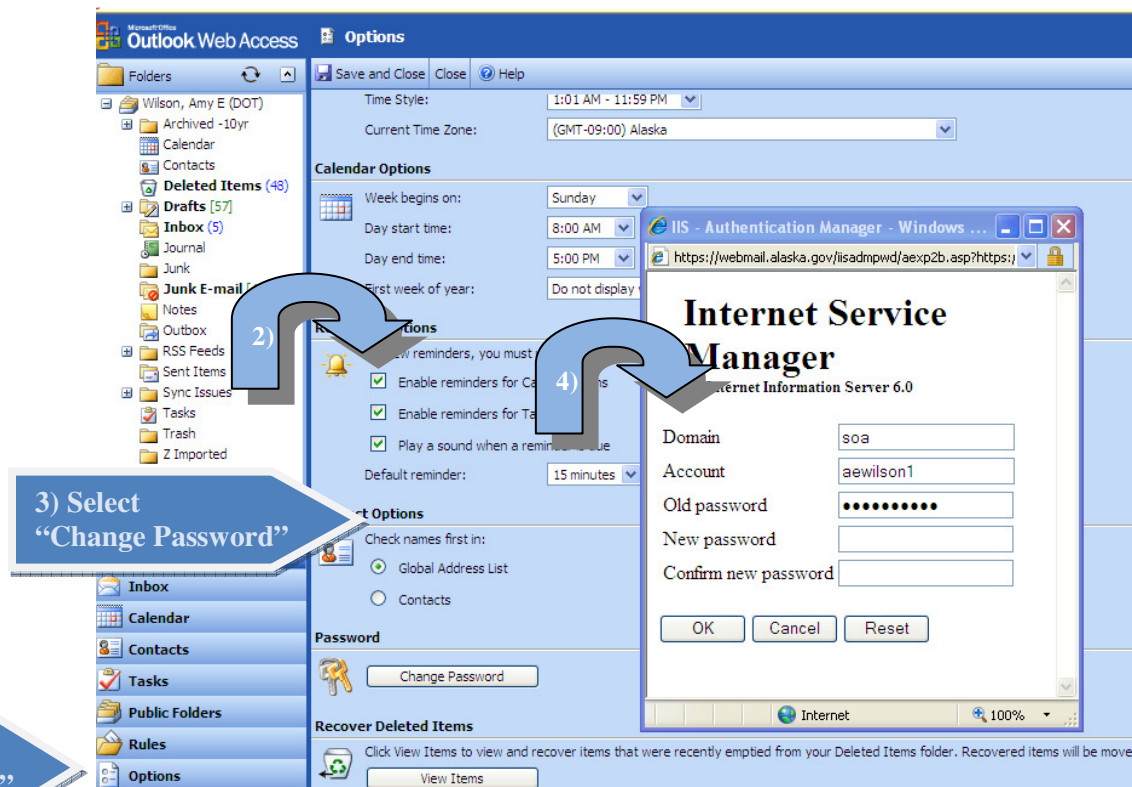
Key Points:

- You must maintain your Password ~ For security purposes, it will expire every 90 days

- You will receive an e-mail reminding you that your Password is about to expire approximately two weeks prior to its expiration

- Passwords must be at least eight characters in length and contain three types of characters; i.e. upper case letters, lower case letters, numbers, &/or symbols ~ You can use the same Password, just change one or more of the characters in your Password ~ For example, use the name of your dog…Rascal.1 , Rascal.2, Rascal.3, etc….

- Your Password should remain confidential

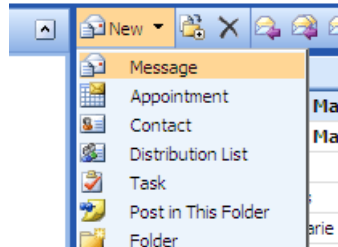**Step 4: Sending an e-mail:**

1. To create a new message return to your Inbox
2. Select the "New icon


3. A list of options appears
4. Select "Message"

5. To find a State Employee, click on "To" or "Cc" for a directory of State webmail addresses
   a. You can search by Title, First Name, Last Name, etc.
   b. You do not have to type in the whole name to get a list of names; i.e. "jan" will take you to the Sr. Port Captain, David Jancauskas
   c. Title searches may include "amhs dispatch" for a list of Dispatchers. Shipboard titles include "Steward" for a list of all Stewards and Chief Steward Vessel e-mail addresses, or "Purser" for a list of all shipboard Purser e-mail addresses

6. Be sure to type specific information in the subject line; Select the "Help" icon for more information on using Outlook Web Access
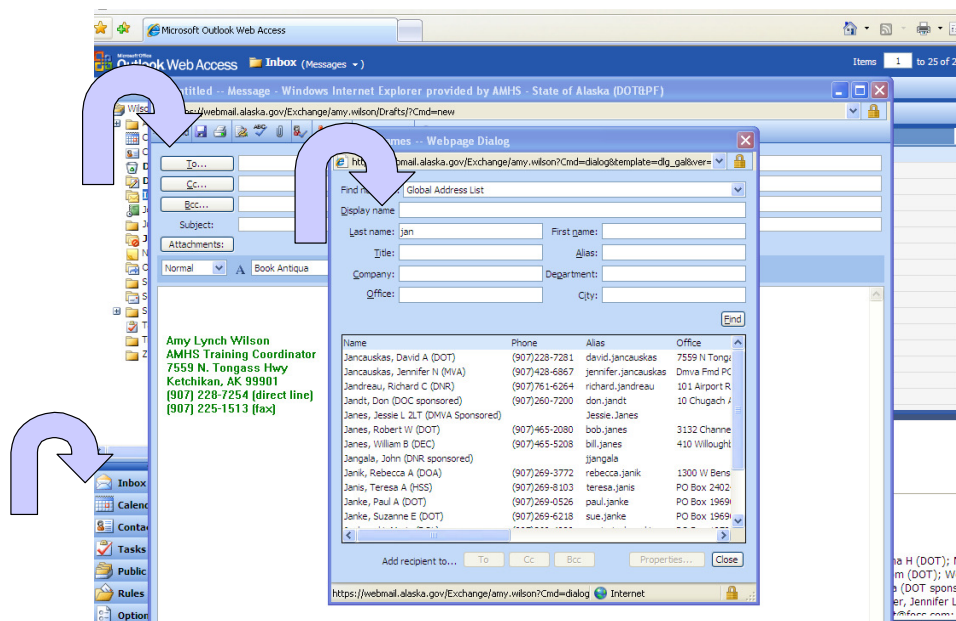
Pay Stub Information for Direct Deposit

2. Access your online paystub through the "Employees Documents Online" homepage to http://soaemployeedocs.alaska.gov

   - Note: The direct link to the site is posted on the AMHS Learning Portal for your convenience http://amhslearningportal.alaska.gov/ (see page 5)

3. Select "Login to View Your Online Paystub"
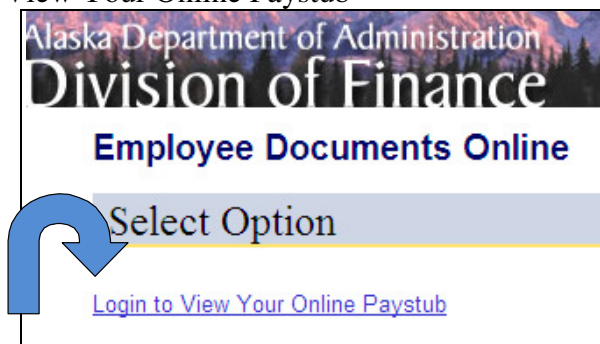
4. Enter your User ID and SOA Password (see page 25 for information on how to obtain your User ID and SOA Password)

5. Select "Login"

6. Select " List My Paystubs"
   - Your password <u>expiration date is notated</u>
   - You can change your password in your webmail or on the Online Paystub home page (see image above)